

## Proper Officers – Schedule of Appointments

PURPOSE OF APPOINTMENT	
Any reference to the Clerk of a council which, by virtue of the Local Government Act 1972, is to be construed as a reference to the Proper Officer of the Council	Chief Executive
Any reference to the Treasurer of a council which, by virtue of the Local Government Act 1972, is to be construed as reference to the Proper Officer of the Council	Executive Director of Resources

### LANDLORD AND TENANT ACT 1927

Section	Brief Details of Responsibility	Proper Officer
23	The Proper Officer to serve and receive notices on behalf of the Council	Director of Law and Governance

### LANDLORD AND TENANT ACT 1954

Section	Brief Details of Responsibility	Proper Officer
66	The Proper Officer to serve and receive notices on behalf of the Council	Director of Law and Governance

### PUBLIC HEALTH ACT 1936

Section	Brief Details of Responsibility	Proper Officer
84	Removal of filthy or verminous articles	Director of Public Health, Wellbeing and Communities
85(2)	Serving a notice requiring action to deal with verminous people and things	Director of Public Health, Wellbeing and Communities

### PREVENTION OF DAMAGE BY PESTS ACT 1949

Section	Brief Details of Responsibility	Proper Officer
22	Authorised person to enter land in relation to the performance of functions under the Act	Director of Environment and Planning

### REGISTRATION SERVICE ACT 1953 AND REGULATIONS 1968-1994

Section	Brief Details of Responsibility	Proper Officer
9(1) and (2)	Appointment of interim superintendent registrars and registrars	Libraries, Culture and Registration Service Manager
13(2)(h) and 3(b)	Powers under the local scheme of organisation	Libraries, Culture and Registration Service Manager

20	Proper officer for births, deaths and marriages	Libraries, Culture and Registration Service Manager
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#### AGRICULTURE ACT 1970

Section	Brief Details of Responsibility	Proper Officer
67(3)	Appointment as Agricultural Analyst	Director of Public Health, Wellbeing and Communities

#### LOCAL AUTHORITY SOCIAL SERVICES ACT 1970

Section	Brief Details of Responsibility	Proper Officer
6(A1)	Director of Adult Social Services	Executive Director of Adult Services

#### LOCAL GOVERNMENT ACT 1972

Section	Brief Details of Responsibility	Proper Officer
83(1)	The officer to whom a person elected to the office of councillor shall deliver a declaration of acceptance of office on a form prescribed by rules made under s.42 of the Act	Chief Executive
83(3)(b)	The officer before whom a declaration of acceptance of office of Chair of Council or Vice Chair of Council may be made	Chief Executive
84	The officer to whom written notice of resignation of elected office shall be delivered	Chief Executive
86	To declare any vacancy in any office under the Section	Chief Executive
88(2)	The officer by whom a meeting of the Council for the election of the vacant office of Chair of the Council may be convened	Chief Executive
89(1)(b)	The officer to whom notice in writing of a casual vacancy occurring in the office of councillor may be given by two local government electors for the Borough	Chief Executive
96	The officer to whom general notices and recording of disclosures of interests under s.94 should be given	Director of Law and Governance
99 & Sch.12	To give notice and send summonses in respect of any Council meeting	Director of Law and Governance
100	To give public notice of any meeting to which the public are entitled to attend,	Director of Law and Governance

	provide copies of agenda and facilities for the press	
100B(2)	The officer to exclude from committees, sub committees, Council or Executive meeting agendas any information to be dealt with in a meeting from which the public are likely to be excluded	Director of Law and Governance
100B(7)(c)	The officer to supply to any newspaper copies of documents supplied to Members of committees, sub-committees, Council or Executive meetings in connection with an item for consideration	Director of Law and Governance
100C(2)	The officer to prepare a written summary of proceedings of committees, subcommittees, Council or the Executive from which the public were excluded	Director of Law and Governance
100D(1)(a)	The officer to prepare a list of background papers for reports considered by committees, sub-committees, Council or the Executive	Director of Law and Governance
100D(5)	The Officer to determine which documents constitute background papers and s.100H - ability to charge for the provision of such documents	Director of Law and Governance
100F(2)	The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection	Director of Law and Governance
100G	To maintain a register of the names and addresses of Members and membership of committees, lists of delegations and the like	Director of Law and Governance
115(2)	Person to whom all officers shall pay monies received by them and due to Council	Executive Director of Resources
137(a)	Gives the Proper Officer power to require a voluntary organisation or similar body to supply information to them, where a local authority uses its powers under Section 137 to give financial assistance to that voluntary organisation or similar body above a relevant minimum	Executive Director of Resources
146(1)(a)	Statutory declarations and issue any certificate in relation to securities on change of name of authority or change of area	Executive Director of Resources

151	To be responsible for the administration of the financial affairs of the Council	Executive Director of Resources
All appointments 191, 204(3), 210(6) and (7), 223, 225(1), 228(3), 229(5), 233, 234, 236(9)-(10), 238, 248(2), Sch.12 para 4(2)(b) and 4(3) and Sch.14 Para 25(7)	Receipt of notices from Ordnance Survey in relation to boundaries, powers in respect of charities, authorising officers to attend court, receipt of documents to be deposited, certification of photographic copies, receipt of service, signing of notice order or other document required by law, certifying copies of byelaws and keeping the roll of freemen. Provisions in relation to summons for meetings and copy resolutions	Director of Law and Governance
Sch.29 Pt.I Para.4(1)(b)	Adaptation, modification and amendment of enactments	Director of Law and Governance
Sch.29 Para 41	Proper Officer for Births, Marriages and Deaths	Director of Law and Governance

#### LOCAL GOVERNMENT ACT 1974

Section	Brief Details of Responsibility	Proper Officer
30(5)	Provides that the Proper Officer must give public notice of the ombudsman's reports	Director of Law and Governance

#### LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

Section	Brief Details of Responsibility	Proper Officer
16	Notices requiring details of interest in land	Directors
41(1)	The officer to certify copies of any resolution, order, report or minutes of proceedings of the Authority as evidence in any legal proceedings	Director of Law and Governance

#### RENT ACT 1977

Section	Brief Details of Responsibility	Proper Officer
63	Appointment of rent officers under a scheme	Director of Law and Governance
Schedule 15, Part IV, para 7	Certification of provision of suitable alternative accommodation	Director of Law and Governance

## HIGHWAYS ACT 1980

Section	Brief Details of Responsibility	Proper Officer
37(5)	Receipt of certificates approving dedication of highways to be maintainable at public expense and making certificates available for inspection	Director of Highways and Transport
59(1)	Certify that extraordinary expenses have been incurred in maintaining the highway by reason of damage caused by excessive weight	Director of Environment and Planning
205(3)-(5)	Undertake duties as specified in the schedules in relation to private street works	Director of Highways and Transport
210(2)	Certify amendments to estimated costs and provisional apportionment of costs under the private street works code	Director of Highways and Transport
211(1), 212(4), 216(2)-(3)	Make final apportionment of costs as detailed in the schedules under the private street works code	Director of Highways and Transport
295(1)	Issue notice requiring removal of materials from non - maintainable streets in which works are due to take place	Director of Highways and Transport
321	Authenticate notices and other documents	Director of Environment and Transport
Sch.9 Para 4	Sign plans showing proposed prescribed improvement or building lines	Director of Highways and Transport

## PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984 (AS AMENDED BY THE HEALTH AND SOCIAL CARE ACT 2008 AND THE MILK AND DAIRIES (GENERAL) REGULATIONS 1959)

Section	Brief Details of Responsibility	Proper Officer
59	Authentication of documents	Director of Public Health, Wellbeing and Communities
61-62	Right to enter premises to ascertain whether there has been a contravention of a provision of the 1984 Act or a Part 2A order made pursuant to the 1984 Act	Director of Public Health, Wellbeing and Communities
	Requirement to appoint a suitably qualified person as the Council's Medical Advisor on Environmental Health and Proper Officer for notifiable diseases	Director of Public Health, Wellbeing and Communities

74	To act for such of the functions relating to notification, investigations, prevention and control of notifiable diseases and food poisoning.	Director of Public Health, Wellbeing and Communities
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#### WEIGHTS AND MEASURES ACT 1985

Section	Brief Details of Responsibility	Proper Officer
72(1)(a)	Chief Inspector of Weights and Measures	Head of Trading Standards and Scientific Services

#### LOCAL GOVERNMENT FINANCE ACT 1988

Section	Brief Details of Responsibility	Proper Officer
114, 115, and 115A and 115B	Responsibility for Chief Financial Officer Reports	Executive Director Resources
116	Notification to auditor of date, time and place of meeting to consider Section 114 report and of decision of such meeting	Executive Director Resources
139A	Provision of information to the Secretary of State in relation to the exercise of their powers under this Act as and when required	Executive Director Resources
Sch.4 (10)(1) Paragraphs 6 – 8 (10)(1) Paragraph 9	Where notice has to be served on the Council concerning: The acquisition of way leaves over Council-owned land The felling and lopping of trees, etc	Director of Law and Governance
Sch. 8, 36(8) Para 1, 36(8) Para 2	Where applications have to be made for consent to construct generating stations on Council-owned land; and where applications for consent have to be served on the local planning authority	Director of Law and Governance

#### LOCAL GOVERNMENT AND HOUSING ACT 1989

Section	Brief Details of Responsibility	Proper Officer
2(4), 3A, 15-17	Officer with whom the list of politically restricted posts shall be deposited; to grant exemptions from political restriction and matters relating to the establishment of political groups. Any responsibilities under the Local Government (committees and Political Groups) Regulations 1990	Director of Law and Governance
4	Designation as Head of Paid Service	Chief Executive
5(1)	Designation as Monitoring Officer	Director of Law and Governance

18	Receipt of notice in writing that a councillor wishes to forego any part of entitlement to an allowance	Director of Law and Governance
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#### FOOD SAFETY ACT 1990

Section	Brief Details of Responsibility	Proper Officer
5	Authorised officer to act in matters arising under the Act	Director of Public Health, Wellbeing and Communities
27(1)	Appointment of Public Analyst	Director of Public Health, Wellbeing and Communities
49(3)	Any document which a food authority are authorised or required by or under this Act to give, make or issue may be signed on behalf of the authority (a) by the proper officer of the authority as respects documents relating to matters within their province; or (b) by any officer of the authority authorised by them in writing to sign documents of the particular kind, or, as the case may be, the particular document	Director of Public Health, Wellbeing and Communities

#### THE LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990

Regulation	Brief Details of Responsibility	Proper Officer
8(1), 8(5), 9(b), 10, 13(1), 14, 15 and 17	Notifications to and by the Proper Officer Give effect to the wishes of political groups in making appointments of members to committees	Director of Law and Governance

#### PLANNING (HAZARDOUS SUBSTANCES) ACT 1990

Section	Brief Details of Responsibility	Proper Officer
36A	Authorised person to enter land in connection with hazardous substances	Director of Environment and Planning

#### TOWN AND COUNTRY PLANNING ACT 1990

Section	Brief Details of Responsibility	Proper Officer
196A-B	Authorised person to enter and survey land in relation to development planning	Director of Environment and Planning
324	Authorised person to enter land in relation to the exercise of planning powers	Director of Environment and Planning

#### CIVIL EVIDENCE ACT 1995

Section	Brief Details of Responsibility	Proper Officer
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9	To certify Council records for the purposes of admitting the document in evidence in civil proceedings	Director of Law and Governance
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#### LOCAL GOVERNMENT (CONTRACTS) ACT 1997

Section	Brief Details of Responsibility	Proper Officer
	Certification of relevant powers to enter into contracts	Director of Law and Governance

#### CRIME AND DISORDER ACT 1998

Section	Brief Details of Responsibility	Proper Officer
12	To apply for the discharge or variation of a Child Safety Order	Executive Director of Education and Children's Services
17 and 37	To have regard to effect of the exercise of any function on the need to prevent crime and disorder and offending by children and young persons	Executive Director of Education and Children's Services

#### CRIME AND DISORDER ACT 1998, SECTION 115 CRIME AND DISORDER (FORMULATION AND IMPLEMENTATION OF STRATEGY) REGULATIONS 2007

Regulation	Brief Details of Responsibility	Proper Officer
4(3)	Primary Designated Officer for information sharing	Director of Law and Governance

#### DATA PROTECTION ACT 1998

Section	Brief Details of Responsibility	Proper Officer
20	Duty to notify the Information Commission of any changes	Director of Law and Governance

#### POLLUTION PREVENTION AND CONTROL ACT 1999

Section	Brief Details of Responsibility	Proper Officer
Sch.1 Para 14(2)	Appointed person to exercise regulatory functions and powers under the Act	Director of Environment and Planning

#### LOCAL GOVERNMENT ACT 2000

Section	Brief Details of Responsibility	Proper Officer
3	Producing a written statement of Executive decisions made at meetings	Director of Law and Governance
5	Making a copy of written statements of Executive decisions and associated reports available for inspection by the public	Director of Law and Governance



6	Making available for inspection a list of background papers	Director of Law and Governance
11(2)	Exclusion of whole or part of any report to the Cabinet where meeting is likely not to be open to the public	Director of Law and Governance
11(7)(c)	Provision to the press of other documents supplied to members of the Cabinet in connection with the item discussed	Director of Law and Governance
81	Establish and maintain a Register of Interests	Director of Law and Governance

LOCAL GOVERNMENT ACT 2000 SECTIONS 9G, 9GA AND 22  
LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND  
ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Regulation	Brief Details of Responsibility	Proper Officer
7	Exclusion of whole or part of any reports to the Cabinet or Cabinet Member where they relate only to items during which the meeting is likely not to be open to the public	Director of Law and Governance
10	Inform the relevant Scrutiny Committee Chair or the committee members by notice in writing of decisions to be made, where it has been impracticable to comply with the publicity requirements (in the "Key Decisions Plan") and make available for public inspection notices relating to this	Director of Law and Governance
12	Produce a written statement of Cabinet decisions made at meetings	Director of Law and Governance
13	Produce a written statement of decisions made by individual Cabinet Members	Director of Law and Governance
14	Make a copy of written statements of Cabinet and Cabinet Member and officer Executive decisions and associated reports available for inspection by the public	Director of Law and Governance
15 and 2	Make available for inspection a list of background papers	Director of Law and Governance
16(5)	Determine whether certain documents contain exempt information	Director of Law and Governance
16(7)	Determine whether certain documents contain advice provided by a political adviser or assistant	Director of Law and Governance

20	Determine whether documents contain confidential information, exempt information or the advice of a political adviser or assistant	Director of Law and Governance
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LOCAL GOVERNMENT ACT 2000, SECTION 34  
LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS AND DIRECTIONS)  
REGULATIONS 2011

Regulation	Brief Details of Responsibility	Proper Officer
4-5	Publishing the verification number of local government electors for the purpose of petitions under the Local Government Act 2000	Director of Law and Governance

REGULATION OF INVESTIGATORY POWERS ACT 2000 SECTION 30  
REGULATION OF INVESTIGATORY POWERS (DIRECTED SURVEILLANCE AND  
COVERT HUMAN INTELLIGENCE SOURCES) ORDER 2010  
INVESTIGATORY POWERS ACT 2016

Section	Brief Details of Responsibility	Proper Officer
	Authorise the carrying out of directed surveillance and authorise the use and conduct of a covert human intelligence source	Director of Law and Governance in accordance with Council's RIPA policy
	The Senior Responsible Officer for RIPA	Director of Law and Governance
	Designated Senior Responsible Officer for the acquisition, use and disclosure of communications data	Director of Law and Governance
	Grant authorisation or give notice to obtain or disclose communications data for the purpose of preventing or detecting crime or of preventing disorder	Director of Law and Governance

FREEDOM OF INFORMATION ACT 2000

Section	Brief Details of Responsibility	Proper Officer
36	Person to confirm or deny whether the disclosure of information is likely to prejudice the effective conduct of public affairs	Director of Law and Governance

CRIMINAL JUSTICE AND POLICE ACT 2001

Section	Brief Details of Responsibility	Proper Officer
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	Delegated power to authorise officers to enter premises and seize items where the Council has a power of seizure under this Act and to perform other related duties (return and security of seized items)	Director of Law and Governance
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#### LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) REGULATIONS 2001

Regulation	Brief Details of Responsibility	Proper Officer
Sch.1 Part II paras 5 and 6	Functions in relation to notifying Executive appointments, dismissals, etc	Director of Law and Governance

#### LOCAL GOVERNMENT ACT 2003

Section	Brief Details of Responsibility	Proper Officer
25	When the annual budget report is considered by Cabinet or by the Council, the Chief Financial Officer must make a report on the robustness of the estimates made in determining the budget requirement and on the adequacy of the proposed level of financial reserves	Executive Director of Resources

#### CHILDREN ACT 2004

Section	Brief Details of Responsibility	Proper Officer
18	To carry out the role of the proper officer function of Director of Children's Services	Executive Director of Education and Children's Services

#### TRAFFIC MANAGEMENT ACT 2004

Section	Brief Details of Responsibility	Proper Officer
17	Appointment as Traffic Manager to perform such tasks as the authority considers will assist it to perform its network management duty	Director of Highways and Transport

#### MARRIAGES AND CIVIL PARTNERSHIPS (APPROVED PREMISES) REGULATIONS 2005 (AS AMENDED)

Section	Brief Details of Responsibility	Proper Officer
	Proper Officer for the purposes of the Registration Act 1953, the Marriage Act 1949 (as amended by the Marriage Act 1994), the Civil Partnership Act 2004, the Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Director of Law and Governance

	as amended and receive applications, set fees and offer discounts, where applicable	
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#### NATIONAL HEALTH SERVICE ACT 2006

Section	Brief Details of Responsibility	Proper Officer
73A	Appointment as Director of Public Health	Director of Public Health, Wellbeing and Communities

#### HEALTH ACT 2006

Section	Brief Details of Responsibility	Proper Officer
10(3)	Duty of an enforcement authority to enforce, as respects the premises, places and vehicles in relation to which it has enforcement functions, the provisions of this Chapter (smoke free premises) and regulations made under it	Director of Public Health, Wellbeing and Communities
10(5)	In this Chapter, "authorised officer", in relation to an enforcement authority, means any person (whether or not an officer of the authority) who is authorised by it in writing, either generally or specially, to act in matters arising under this Chapter	Authorised Officers
10(7)	Refers to Schedule 2 which lists the powers of entry, etc.	Director of Public Health, Wellbeing and Communities
10(9)(1)	An authorised officer of an enforcement authority (see section 10) who has reason to believe that a person has committed an offence under section 6(5) or 7(2) on premises, or in a place or vehicle, in relation to which the authorised officer has functions may give them a penalty notice in respect of the offence	Authorised Officers

#### THE LOCAL ELECTIONS (PRINCIPAL AREAS) (ENGLAND AND WALES) RULES 2006

Rule	Brief Details of Responsibility	Proper Officer
Sch.2 Rule 50	Receipt from Returning Officer of the names and persons elected to the Council	Director of Law and Governance
Sch.2 Rule 54	Registration officer for the retention and destruction of documents following an election	Director of Law and Governance

CRIME AND DISORDER (FORMULATION AND IMPLEMENTATION OF STRATEGY) REGULATIONS 2007

Regulation	Brief Details of Responsibility	Proper Officer
4(3)	Nominated officer to facilitate the sharing of information under an information sharing protocol	Director of Law and Governance

WORKING TOGETHER TO SAFEGUARD CHILDREN: A GUIDE TO INTER-AGENCY WORKING TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN (DFE GUIDANCE, MARCH 2010)

	Brief Details of Responsibility	Proper Officer
	Local Authority Designated Officer (LADO)	Local Authority Designated Officer
	Caldicott Guardian	Head of Service – Learning Disability and Autism

THE HEALTH PROTECTION (NOTIFICATION) REGULATIONS 2010

Regulation	Brief Details of Responsibility	Proper Officer
2, 3 and 6	Receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons	Director of Public Health, Wellbeing and Communities

LOCALISM ACT 2011

Section	Brief Details of Responsibility	Proper Officer
29	Establish, maintain and publish a Register of Interests	Director of Law and Governance
31	Receipt of notice of members' disclosable pecuniary interests and entering such interests in the authority's register	Director of Law and Governance
32	Consideration of whether a member's interest is a sensitive interest	Director of Law and Governance
33(1)	Receiving applications for dispensations	Director of Law and Governance
33(2)	Grant dispensations to members to speak only or to speak and vote on matters where they have a Disclosable Pecuniary Interest	Director of Law and Governance
Sch.2, Pt1, Para.9FB	Designation as Scrutiny Officer	Head of Democratic Services

THE LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS) REGULATIONS 2011

Regulation	Brief Details of Responsibility	Proper Officer
7, 8, 11 and 13	Various steps relating to petitions	Director of Law and Governance

THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Regulation	Brief Details of Responsibility	Proper Officer
2, 7, 10, 12, 13-16, 20	Functions relating to the recording and publication of information relating to Executive decisions, including exclusion of information from agenda and reports relating to private meeting matters	Director of Law and Governance
12-13	Grant dispensations in respect of conflicts of interest declared by an Executive member making a decision, or declared by an Executive member consulted by a member or officer taking such a decision	Director of Law and Governance
12-14	Recording of Executive decisions and by individual members and making documents available for inspection by members of the public	Director of Law and Governance

NHS BODIES AND LOCAL AUTHORITIES (PARTNERSHIP ARRANGEMENTS, CARE TRUSTS, PUBLIC HEALTH AND LOCAL HEALTHWATCH) REGULATIONS 2012

Regulation	Brief Details of Responsibility	Proper Officer
22(4)	Designated as Responsible Person for ensuring compliance with the regulations	Director of Law and Governance
22(5)	Designated as Complaints Manager for managing the procedures for handling complaints	Director of Law and Governance

HEALTH AND SOCIAL CARE ACT 2012

Section	Brief Details of Responsibility	Proper Officer
32	Responsible person for ensuring that the Council complies with statutory requirements relating to complaints made to the Council about its public health	Director of Law and Governance

	functions and, where necessary, action is taken in light of the outcome of such complaints	
73A(1)(a)	The exercise by the authority of its functions under ss.2B, 111 or 249 or Sch.1 – health improvement duties to take steps to improve the health of the people in the area	Director of Public Health, Wellbeing and Communities
73A(1)(b)	The exercise by the authority of its functions by virtue of section 6C(1) or (3) – The exercise of the Secretary of State’s public health protection or health improvement functions that they delegate to local authorities, either by arrangement or under regulations – these include services mandated by regulations	Director of Public Health, Wellbeing and Communities
73A(1)(c)	Anything done by the authority in pursuance or arrangements under section 7A – Any public health activity undertaken by the local authority under arrangements with the Secretary of State	Director of Public Health, Wellbeing and Communities
73A(1)(d)	The exercise by the authority of any of its functions that relate to planning for, or responding to, emergencies involving a risk to public health	Director of Public Health, Wellbeing and Communities
73A(1)(e)	The functions of the authority under section 325 of the Criminal Justice Act 2003 - the local authority’s role in co-ordinating with the police, the probation service and the prison service to assess the risks posed by violent and sex offenders	Director of Public Health, Wellbeing and Communities
73A(1)(f)	Other public health functions that the Secretary of State may specify in regulations	Director of Public Health, Wellbeing and Communities

#### COUNTER-TERRORISM AND SECURITY ACT 2015

Section	Brief Details of Responsibility	Proper Officer
26	The officer responsible for ensuring that the Council, in the exercise of its functions, has due regard to the need to prevent people vulnerable from being drawn into terrorism	Director of Public Health, Wellbeing and Communities

## DATA PROTECTION ACT 2018

Section	Brief Details of Responsibility	Proper Officer
69, 70 and 71	The designated Data Protection Officer to discharge functions associated with the Data Protection Act 2018	Head of Service, Legal, Governance and Registration

## LANDLORD AND TENANTS ACTS

	Brief Details of Responsibility	Proper Officer
	To be the Proper Officer to serve and receive notices on behalf of the Council for the purposes of s.23 of the Landlord and Tenant Act 1927 and s.66 of the Landlord and Tenant Act 1954	Director of Law and Governance

## OTHER MISCELLANEOUS PROPER OFFICER FUNCTIONS

Section	Brief Details of Responsibility	Proper Officer
	Any other miscellaneous proper or statutory officer functions not otherwise delegated by the Authority	Chief Executive or their nominee